

1. The courthouse basement meeting rooms A & B opened at 8:30 a.m., Monday, November 23, 2009. Chairman Fred Rowley called the meeting to order at 8:30 a.m., in the courthouse basement rooms A & B with members Larry Crotts, Tim Sipe, Kimberly Robrahn and Bob Saueressig present. County Clerk Angie Kirchner, County Attorney Doug Witteman and Administrative Assistant Donna Berland were also present. Geralyn Strait, Road & Bridge Supervisor's spouse, was also present. Josh Bohach, Horizon Wind Energy, was also in attendance.
2. The Board questioned and signed warrants and vouchers for the month of November 2009.
3. Robrahn moved to approve the minutes of Monday, November 9th, 2009, as written, seconded by Sipe. Motion carried.
4. **Consent Agenda**
 - A. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Vicky Abraham-Serl, Data Collector, Appraiser's office, classification from M-I-a(-) to M-I-A, completion of IPP, from \$8.87 to \$9.12, effective 11-6-09.
 - B. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Brandee Freeman, New Hire, subject to New Hire IPP, Office/Warehouse Assistant, Noxious Weed, classification M-II-a, \$10.02 per hour, effective 12-1-09.
 - C. Move to approve the notice to Coffey County Employees and Elected Officials regarding designated pay periods for 2010.
 - D. Move to approve the Legal Holidays for Coffey County Employees during the calendar year 2010 and New Year's Day 2011.
- 4a. Crotts moved to approve the Consent Agenda as submitted, seconded by Rowley. Motion carried.
5. Saueressig moved, to reimburse Coffey County Airport in the amount of \$30,614.71 for the County matching funds related to federal grant payments the airport has made to date for the Taxiway project, with funds to come from the General Fund Community Improvement Line Item, seconded by Crotts. Motion carried.
6. Sipe moved, upon the recommendation of the Economic Development Director and approval of the County Attorney as to form, to adopt Resolution No. 737-A; A RESOLUTION CONFIRMING THAT A REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION HAS BEEN ESTABLISHED AS REQUIRED BY THE 74-50-11(C)(1), FOR THE PURPOSE OF QUALIFYING THE COUNTY OF COFFEY AS A DESIGNATED NONMETROPOLITAN BUSINESS REGION, seconded by Robrahn. Motion carried.

- 7.** Crotts moved, upon the recommendation of the Economic Development Director and approval of the County Attorney as to form, to adopt Resolution No. 738-A; A RESOLUTION CONFIRMING SUPPORT FOR THE QUALIFYING REGIONAL STRATEGIC PLAN AND REQUESTING THAT THE SECRETARY OF COMMERCE APPROVE THE COUNTY OF COFFEY AS A KANSAS ENTERPRISE ZONE DESIGNATED NONMETROPOLITAN BUSINESS REGION, seconded by Sipe. Motion carried.
- 8.** Economic Development Director Jon Hotaling presented the Bi-Weekly Report for November 9, 2009 to November 20, 2009.
- 9.** Item No. 95-29; Hotaling confirmed a presenter for the first Leadership Coffey County class to be held January 11, 2010. Beth Hinshaw, 4-H Youth Development Specialist with K-State Research and Extension, will present a program on parliamentary procedures and Bobbiann Daugherty, Coffey County Employment Program Coordinator, will present the True Colors Personality Assessment Program.
- 10.** Item No. 97-7; Hotaling discussed the Southeast Kansas Inc.. “Home Again” Program with Coffey County Chamber Executive Director, Jennifer Anderson. This marketing program recruits past graduates from local high schools to consider moving back to the area when nearing retirement or upon retiring. Hotaling will meet with the “Home Again” program coordinator after the first of the year to get additional information on the program.
- 11.** Item No. 98-7; Hotaling attended the November Southeast Kansas Tourism Region (SEKTR) meeting in Iola on November 19th. The membership discussed the organization’s participation in the Kansas Sampler Festival in Leavenworth on May 1st and 2nd. Hotaling also discussed participation in the Tulsa Sport, Boat & Travel Show in February. The new officers for 2010 were installed and the membership decided to move forward with upgrading the SEKTR web site and designing a new logo for the organization. The 2010 SEKTR Daytrip Guide will be printed in February.
- 12.** Item No. 04-3; Hotaling met with Ken Grate, Charloma Burlington Plant Manager, and Wendell Wells, from Charloma Corporate Headquarters in Cherryvale. Craig VanWey, the Southeast Kansas Representative for the Kansas Department of Commerce (KDOC), presented information on some of the business assistance programs available through KDOC. Hotaling toured the facility and discussed current operations and present condition of the economy. Hotaling will be sending information to Charloma Comptroller Scott Morris on final FTE requirements and payoff for the relocation loan made to the company 5 years ago.
- 13.** Item No. 08-4; Hotaling continued to discuss infrastructure requirements with a business prospect for Lebo. A representative from Lebo met with the company owner and maintenance supervisor to discuss infrastructure needs. There does not appear to be any problems in supplying adequate natural gas, sewer, and water service for the plant.
- 14.** Rowley moved to enter into Executive Session for 5 minutes at 9:16 a.m., to include each of the Commissioners, the Economic Development Director and the County Attorney, to discuss trade secrets of a corporation, seconded by Robrahn. Motion carried.

- 15.** The Board resumed regular session at 9:21 a.m.
- 16.** Item No. 09-1; Hotaling attended a train viewing pavilion meeting in Lebo on November 9th at 6:30 p.m. The committee will be updating and revising the original plan and Coffey County Economic Development will assist with revising and reprinting the plan.
- 17.** Hotaling met with the Burlington City Clerk to finalize a city resolution required for a Kansas Enterprise Zone renewal application. Hotaling prepared drafts of county resolutions and cities' population certifications.
- 18.** Hotaling provided a mailing list for Coffey County cities and banks to Katie Casper with the USDA Rural Development office in Iola. The USDA Rural Development representatives will be holding a meeting in Emporia in December to present information on Rural Development programs available to assist communities with economic development, housing, and infrastructure projects.
- 19.** Hotaling prepared information on the "Simply Kansas" marketing program for a Coffey County business. This program promotes Kansas food and agricultural products and experiences. The program is operated by the KDOC Rural Development office.
- 20.** Engineer Wayne Blackburn presented the weekly report for the week of November 23, 2009.
- 21.** Item No.93-01; Road Permits Report: No Road Permit was issued during the past week.
- 22.** Item No. 99-13: Zoning Permit/Applications Report: No Zoning Permit was issued during the past week.
- 23.** Engineer Wayne Blackburn requested to reject all bids received for scrap metal prices for November 2009. Blackburn will return at a later date to request to advertise for bids on scrap metal.
- 24.** Blackburn reported that Aquaterra did a test of a well at the landfill and the well tested contaminated with 4.2 micrograms of benzene. The state will require another test of the well as the well was close to the state's allowable maximum amount of 5 micrograms of benzene.
- 25.** Item No. 2009-11: Hot Mix Pavement – Project A2901C: Review and approve Change Order No. One.
- 25a.** Sipe moved, based upon the recommendation of the County Engineer, to approve the Change Order No. One for APAC Shears on Project No. A2901C, seconded by Robrahn. Motion carried.
- 26.** Item No. 2009-12: Hot Mix Pavement – Project A2902C: Review and approve Change Order No. One

26a. Saueressig moved, based upon the recommendation of the County Engineer, to approve the Change Order No. One for APAC Shears on Project No. A2902C, seconded by Crotts. Motion carried.

27. Item No. 2009-44: Equipment Purchase – Salt Spreaders: Request authorization to solicit formal bids for three (3) Salt Spreader Box's. Replacement items for existing worn equipment. Bid Date: November 4, 2009 at 2:05 pm. Bid Sheet Attached. Make Award.

27a. Crotts moved, based upon the recommendation of the County Engineer, that the bid submitted by Knapheide for three (3) Salt/Sand Spreaders as being the best bid and to purchase same for sum of \$48,303.00, to be paid from the General Fund Public Works Line Item, seconded by Rowley. Motion carried.

28. Item No. 2009-49: Equipment Purchase – Rock Rake: Request authorization to solicit informal bids for one (1) Power Rock Rake. Bid Sheet Attached. Make Award.

28a. Robrahn moved, based upon the recommendation of the County Engineer, to purchase one (1) Rock Rake from White Star Machinery for the sum of \$6,618.00, to be paid from the Special Bridge Equipment Fund, seconded by Sipe. Motion carried.

29. Item No. 2009-55: Equipment: Salvage trade cost for John Deere 755C.

29a. Rowley moved, based upon the recommendation of the County Engineer, to approve payment to Martin Tractor Company in the amount of \$6,250.00 for trade-in adjustment on the John Deere 755C from the landfill, to be paid from the Equipment Reserve Fund, seconded by Saueressig. Motion carried.

30. Blackburn also presented the Construction Zone report for the week of November 9th, 2009.

31. Saueressig moved to enter into Executive Session for 10 minutes at 10:13 a.m., to include each of the Commissioners and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Robrahn. Motion carried.

32. The Board resumed regular session at 10:23 a.m.

33. Robrahn moved to enter into Executive Session for 5 minutes at 10:25 a.m., to include each of the Commissioners and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Rowley. Motion carried.

34. The Board resumed regular session at 10:30 a.m.

35. Emergency Management Coordinator Russel Stuke met with the Board to request a motion for a letter of agreement related to the Emergency Alert System (EAS) Announcement between Coffey County and WIBW.

35a. Robrahn moved, upon the recommendation of the Emergency Management Coordinator and approval of the County Attorney as to form, to direct the Chairman to sign the Letter of Agreement among WIBW Radio Stations - 580 AM and 94.5 FM, Kansas Department of Emergency Management (KDEM) and Coffey County related to the Emergency Alert System (EAS) Announcement, seconded by Saueressig. Motion carried.

36. Emergency Management Coordinator Russel Stukey discussed cell phone options for Stukey's employees. The Board will work on the cell phone policy and get back with Stukey.

37. Road & Bridge Supervisor Bob Strait met with the Board to request an Executive Session to discuss personnel matters of non-elected personnel.

37a. Rowley moved to enter into Executive Session for 15 minutes at 11:03 a.m., to include each of the Commissioners, the Road & Bridge Supervisor, Geralyn Strait and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Crofts. Motion carried.

38. The Board resumed regular session at 11:18 a.m.

39. Rowley moved to enter into Executive Session for 15 minutes at 11:20 a.m., to include each of the Commissioners, the Road & Bridge Supervisor, Geralyn Strait and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Sipe. Motion carried.

40. The Board resumed regular session at 11:35 a.m.

41. Rowley moved to enter into Executive Session for 15 minutes at 11:40 a.m., to include each of the Commissioners and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Robrahn. Motion carried.

42. The Board resumed regular session at 11:55 a.m.

43. The Board recessed at 12:00 Noon for lunch.

44. Chairman Rowley called the meeting back to order at 1:00 p.m.

45. Rowley moved to enter into Executive Session for 15 minutes at 1:07 p.m., to include each of the Commissioners, the Engineer and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Saueressig. Motion carried.

46. The Board resumed regular session at 1:22 p.m.

47. Rowley moved to enter into Executive Session for 15 minutes at 1:23 p.m., to include each of the Commissioners, the Engineer and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Robrahn. Motion carried.

- 48.** The Board resumed regular session at 1:22 p.m.
- 49.** Item No. 2009-53: Personnel: Approve new job description. (No additional personnel are added to Department with this action).
- 49a.** Sipe moved, based upon the recommendation of the County Engineer, to approve the Maintenance Manager and Assistant Maintenance Manager job descriptions and personnel position changes, seconded by Robrahn. Motion carried.
- 50.** Item No. 2009-54: Table of Organization: Approve revised Highway Department Table of Organization. (No additional personnel are added to Department with this action).
- 50a.** Saueressig moved, based upon the recommendation of the County Engineer, to approve the revised Highway Department Table of Organization as presented November 23, 2009, seconded by Rowley. Motion carried.
- 51.** Rowley adjourned the meeting at 1:55 p.m.

Correspondence

1. Hawver's Capitol Flash – November 9, 16, 17, 18, 19, 20, 2009
2. City of Waverly – October 14, 2009 Council Meeting Minutes
3. The Kiplinger Letter – November 6, 13, 2009
4. Coffey County Housing Authority – Minutes of October 6, 2009
5. Coffey County Fire District #1 – Minutes of October 19, 2009
6. Whitney Damron – Articles of Interest – November 12, 19, 2009
7. KAC – House Appropriations Committee Meeting on November 23-24, 2009
8. COF Training Services, Inc. – Minutes of October 21, 2009
9. Coffey County Conservation District – Minutes of October 15, 2009
10. KAC – E911 Interim Committee Meeting Agenda on November 13, 2009
11. City of Gridley – November 2, 2009 Council Meeting Minutes
12. NACo e-news – November 10, 2009

13. KDOT – 2008 Estimated Cost List for Underwater Bridge Inspection – November 10, 2009

14. KAC – Update on Continuity of Operations Planning – August 19, 2009

Minutes, November 23, 2009

Signed:

Attest:

Chairman

County Clerk